



HUMAN RESOURCES DEPARTMENT

City of Burlington

131 Church Street, Burlington, VT 05401

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To: Board of Finance

From: Stephanie Hanker, HR Administrative Coordinator,
Susan Leonard, Human Resources Director

Date: October 21, 2010

Re: Recommendation – Creation of One Limited Service position for Burlington International Airport

I recommend approval for the Burlington International Airport to create the following Limited Service position: Grants Administrative Assistant

As Ms. Gagne indicated in her memo to the Board, this position will be 95% funded by a reimbursable Airport Improvement Program, 3% funded under the State of Vermont matching share, and the remaining 2% the Airport is currently working to have funded by the Passenger Facility Program .

The Airport has determined that this position as an integral part of the organizational structure and imperative to the Division of Development and Planning during this period, due to the considerable increase in land acquisitions and construction related issues. At this time the Airport and Human Resources ask that this position be classified as limited service due to the direct association of the position being dependant on grants. As per the Personnel Policy Manual, Limited Service positions are a minimum of one year and a maximum of three years, with the position need being evaluated annually by the department and Human Resources.

This position was appropriately classified as a Grade 15 (FY10 Non Union salary scale - \$38097.72 – \$45351.60) using the Willis position evaluation system (please see attached Willis tables).

If approved, the position will be posted following City Council approval.

Thank you for your consideration.

The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, age, sex, sexual orientation, marital status, veteran status or disability.

The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.



BURLINGTON INTERNATIONAL AIRPORT

MEMO

TO: Human Resources Department
Cc: Board of Finance
FROM: Airport
DATE: September 27, 2010
SUBJ: Limited Service Position

The Burlington Airport seeks approval from the Human Resources office to create a limited service position for a Grant Administrative Assistant position.

The workload in Development and Planning has increased considerably over the past several years, particularly with land acquisition and construction related issues which require an enormous amount of assistance, coordination, monitoring of expenditures, and processing documentation related to the Airport Improvement Program (AIP). For example, the Airports' typical and average AIP is approx. \$3.5M per year. The past and current year, the Airport has had project coordination that exceeds \$21M. All this is necessary to meet the Federal criteria and processes for applying for grants and administering the program. The cost of this position is 95% reimbursable under the Airport Improvement Program and 3% reimbursable under the State of Vermont matching share. Local share will be 2% and the Airport is working to get this piece included under the Passenger Facility Program.

Thank you for your consideration of this request.

1200 Airport Drive, #1
South Burlington, Vermont 05403
Phone: (802) 863-2874 (TTY)
Fax: (802) 863-7947

The Burlington International Airport, City of Burlington is an Equal Opportunity Employer

Draft
City of Burlington
Job Description

Position Title: Grants Administrative Assistant – Limited Service

Department: Airport

Reports to: Director of Planning & Development

Pay Grade: 15

Job Code:

Exempt/Non-Exempt: Non-Exempt

Union: Non Union

General Purpose: This position is responsible for assisting the planning and engineering staff in administering funding of grant and other special projects.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Assists in preparation of grant applications for Federal and State funding under Airport Improvement, Passenger Facility Charge and other funding programs
- Maintains grant program files.
- Assists in preparing recommendations for award of contracts, and finance board and city council approval documentation.
- Assists in the preparation of contract awards, amendments, change orders, claims and payment requests for engineering and planning projects.
- Coordination of airport land acquisition projects and property management programs, including coordination with relocation assistance consultants, home owners, and tenants through the preparation of offer letters, purchase and sales agreements and other related communications.
- Conducts the related activities necessary to administer Federal grant programs including preparation of grant applications, detailed submittal of payment applications, and project closeout documentation necessary to satisfy Federal requirements. Prepares reconciliation documentation of engineering records with COB Treasurer’s office records.
- Maintains an inventory and monitoring system for the tracking of grants/contracts through excel database spreadsheets. through excel databases by populating with
- Track contract payments, force accounts and all related expenditures.
- Data entry of Federal and State grant payments received against expenditures.
- Ensures timely reimbursement of grant funds from applicable agencies by having knowledge of federal processes and following up with respective Federal and State agencies. Review and coordinate timelines. Monitors deadlines and expiration dates.

Non-Essential Job Functions:

- Performs other work as directed by the Airport staff.

Qualifications/Basic Job Requirements:

- High school diploma or equivalent and three years of experience in an office environment required. Or an Associates degree and one year experience in an office environment.
- Knowledge of basic principles, practices and techniques of Federal and state grant administration, and familiarity with Federal, state and local funding processes and programs preferred.
- Knowledge of the contracts, forms, terminology and procedures used in grants/contracts administration preferred.
- Good verbal and written communication skills required.
- Familiarity with computer programs, such as spreadsheet and word processing, required.
- Ability to use a variety of office equipment
- Ability to file and to maintain a high level of accuracy in maintaining records
- Ability to communicate both in writing and verbally effectively with the public and coworkers

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

<input checked="" type="checkbox"/> seeing	<input checked="" type="checkbox"/> ability to move distances	<input checked="" type="checkbox"/> lifting (specify)
<input checked="" type="checkbox"/> color perception	within and between	50 pounds
(red, green, amber)	warehouses/offices	<input checked="" type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	climbing	50 pounds
<input checked="" type="checkbox"/> clear speech	ability to mount and	<input checked="" type="checkbox"/> driving (local/over
<input checked="" type="checkbox"/> touching	dismount forklift/truck	the road)
<input checked="" type="checkbox"/> dexterity	pushing/pulling	
<input checked="" type="checkbox"/> hand		
<input checked="" type="checkbox"/> finger		
<input checked="" type="checkbox"/> reading - basic	<input checked="" type="checkbox"/> math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
<input checked="" type="checkbox"/> reading - complex	<input checked="" type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision
<input checked="" type="checkbox"/> writing - basic	<input checked="" type="checkbox"/> clerical	making
<input checked="" type="checkbox"/> writing - complex		
<input type="checkbox"/> shift work	<input type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment
<input checked="" type="checkbox"/> works alone	<input type="checkbox"/> extreme heat	<input type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input type="checkbox"/> extreme cold	<input type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input type="checkbox"/> noise	<input type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input type="checkbox"/> mechanical equipment	<input type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input type="checkbox"/> electrical equipment	<input type="checkbox"/> dirt/dust

Supervision:Directly Supervises: 0 Indirectly Supervises: 0 **Disclaimer:**

The above statements are intended to describe the general nature and level of work being

performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

This position description is provided to AFSCME for information only. The City has no obligation to negotiate with AFSCME regarding changes in position descriptions. The City's provision of revised position descriptions is in no way an admission of any obligation to negotiate or voluntary commitment to negotiate changes in position descriptions.

Revised October 21, 2010

JOB EVALUATION WORKSHEET

Airport Grants Administrative Assistant

Job Title

Stephanie Harker

Evaluator

Knowledge & Skills	Mental Demands	Accountability	Working Conditions	Total Points	Shape
D1N	D2F	C2S	L1B		
160	35	53	8	256	Grade 15

JOB EVALUATION WORKSHEET

Grants Administrative Assistant

Job Title

Aditee Manjamban

Evaluator

Knowledge & Skills	Mental Demands	Accountability	Working Conditions	Total Points	Shape
D1N 160	D2f 35	C2S 53	L1B 8	256	15

	Step 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Grade															
Annual	38097.72	38823.21	39548.49	40273.99	40999.05	41724.55	42449.83	42812.69	43175.33	43538.18	43901.25	44263.46	44626.10	44988.96	45351.60
Weekly	732.6484	746.6002	760.5479	774.4998	788.4433	802.3952	816.3429	823.3209	830.2947	837.2727	844.2549	851.2204	858.1943	865.1723	872.1461
Hourly	18.3162	18.6650	19.0137	19.3625	19.7111	20.0599	20.4086	20.5830	20.7574	20.9318	21.1064	21.2805	21.4549	21.6293	21.8037

Burlington International Airport

City of Burlington
Development and Planning

